

Board of Selectmen Minutes
Meeting – January 15, 2014

Present: Selectmen – Carolyn Shores Ness, David Wolfram, and Mark Gilmore (arrived late)
Interim Town Administrator – Wendy Foxmyn, Executive Administrator – Kayce Warren

The meeting was called to order at 6:30 pm at the Deerfield Town Hall on Conway Street.

Minutes: Due to an equipment failure there were no minutes of the January 4th meeting available.

Public Comments: Phil Allard was present to say thank you from the people who watch the meetings. He said the important thing was caring; he was appreciative that the Board cares.

Selectmen's Comments/Announcements:

Hazardous Mitigation Plan – When Mr. Gilmore arrived, a report from FEMA, including comments, was brought up for discussion. The report was not approved and MEMA is withholding \$800,000 in funds until the plan submitted with assistance from FRCOG has been updated. Mr. Gilmore will contact Ms. Dunlavy regarding this.

Board of Health Comments/Announcements:

Hearings/Appearances before the Board:

Police: Present – Chief Paciorek - Although not on the agenda, Chief Paciorek appeared before the Board to request that Garrett Dana be appointed to a full-time position at grade level 1, step 2. He said Mr. Dana has an Associate Degree, has put himself through the full-time police academy and is an EMT. Ms. Ness made a motion, seconded by Mr. Wolfram, and unanimously voted, that Garrett Dana be appointed to the open Full-time officer position. Mr. Wolfram stated that although he was pleased that the Chief had kept the Board informed of his intentions, in the future he would like to see the hiring process include the Town Administrator.

The Chief will be on vacation from January 21 – 28th. Harry Ruddick will be the Officer in Charge.

6:30 pm – Health Agent Items: Present: Dick Calisewski - Tobacco Regs. - The new tobacco regulations are now in force. Mr. Calisewski plans to visit all of the establishments where tobacco products can be purchased to be sure the regulations are understood. He said the definition of tobacco products includes electronic cigarettes. Ms. Foxmyn advised the Board that the town's bylaw needs to be changed to reflect the new regulations.

Tobacco Coalition – A second concern raised by Mr. Calisewski is the unsatisfactory performance of the coalition which conducts stings at establishments that sell tobacco products. He cited several examples of errors that have been made, some of which could have resulted in employees losing their jobs. He recommended either dropping out of the coalition or suspending its activities in Deerfield until some changes can be made. A motion was made by Ms. Ness, seconded by Mr. Wolfram, and unanimously voted to suspend activities of the coalition in Deerfield.

Title V – The state is returning to the town's enforcement of many items previously handled by the state. There are changes in tight tank management which will require more time on the part of the Board of Health.

Animal Inspections – Mr. Calisewski reported that he has completed and submitted the annual animal count. The only person who has pigs year-round is Stanley Romanowski. He has five pigs. Ms. Ness requested that a note with this information be placed in the Romanowski file.

Animal Control Officer (ACO) – The ACO is doing an excellent job, in the opinion of Mr. Calisewski.

Insurance Services Office (ISO) – The results of the recently conducted audit of the town’s inspection practices has been received. This report which is used by insurance companies when determining rates for properties both those owned by individuals and by the town was not favorable. [The Town’s rating dropped, which will likely result in increasing insurance rates.] Mr. Calisewski plans to return in two weeks with a recommendation on how to remedy the situation.

7:00 pm Public Hearing – Primo’s Liquor License - Change of Manager – Present: William Swihart
Ms. Ness read the notice of the public hearing. Mr. Swihart said he is acting as manager. He has made many changes in the restaurant, including a change of personnel with the intent of making the place family friendly.

7:15 pm Public Hearing – Primo’s Liquor License – Change of Hours - Present: William Swihart
Currently, the hours of operation are 11:00 am to 10:00 pm. Mr. Swihart would like to be able to stay open until 1:00 am, seven days a week, and open at 10:00 am on Sundays. This would permit serving Sunday brunch and accommodate persons wishing to stay longer in the evening for sport events. A motion was made by Ms. Ness, seconded by Mr. Wolfram, and unanimously voted to approve this request. A gentleman in the audience spoke in favor of the proposed changes.

7:30 pm Public Hearing – Class 11 Dealer’s License – Present – Gary Kolakoski and Scott Kolakoski
The Kolakoskis discussed their need to have a license to facilitate their business of selling farm tractors and other equipment at 373 Greenfield Road. They sometimes take vehicles in trade, which they then sell. A neighbor, Kate Devlin, appeared with several questions about such things as lighting, signs, concerns about wetlands, all of which were good questions, but were really not issues pertaining to the issuing of this license. The Kolakoskis said they would be happy to discuss her concerns. Ms. Ness then closed the hearing. In a motion made by Ms. Ness, seconded by Mr. Wolfram, the Board voted unanimously in favor of granting a class 11 Used Vehicle License.

Discussion/Decision Items:

- **Employee Vacation Leave** – Mr. Gilmore reported there had been a meeting of department heads. The result is that people will notice a difference of their paystubs, but nothing has been taken away. A memo will accompany the pay stubs. There was an article on the special town meeting warrant regarding a change in the way vacation time would be awarded, but it was passed over at that time. Mr. Wolfram was amazed that at this point in time the town doesn’t have a clear vacation policy.
- **HCOG Electricity Contract** – A motion was made by Ms. Ness, seconded by Mr. Wolfram, and unanimously voted, to accept the recommended change to fixed price for municipal electricity.
- **Interim Town Administrator Transition** – Mr. Wolfram proposed that instead of bringing another interim administrator from the “outside” that someone already on staff and familiar with the players be permitted to fill the temporary position. He suggested Kayce Warren, who he described as strong-willed. Ms. Warren responded that she had thought about this. Noting that this is budget time, there would likely be things that would fall off the radar screen. Her thought was to set up a work plan to determine work flow. Ms. Ness said she felt bringing in a new person would mean that Ms. Warren would be doing the job anyway, so she might as well have the recognition and monetary reward as well as an opportunity to try out the position to see if she would want to apply for it. Mr. Gilmore was in agreement. Ms. Warren was asked to put together a proposal for discussion at the next board meeting (January 28th).
- **Warrants** – W#15 payroll \$_____, vendor \$_____, totaling \$_____ were approved for signing.

- **Appointments** – A motion was made by Ms. Ness, seconded by Mr. Wolfram, and unanimously voted to approve the appointments, as listed.
- **SCEMS- Present** – Matt Russo Mr. Russo stopped by to report on the SCEMS meeting which he had attended earlier in the evening. The meeting was to discuss on-call staffing, as the services transition from individual town services to the new regional service. There was also discussion of a stipend for David Zamojski, as interim coordinator. Another item to begin considering is selecting a company to handle billing for services provided. Since the decision has been made to keep all three ambulances, all equipment will be kept. Inventory lists are being prepared.

A motion was made, seconded, and voted to adjourn.

Respectfully submitted,
Priscilla Phelps

Document list: Appointment list